



3360 Osborne Rd. NE
 Brookhaven, GA. 30319
 Phone: (404)637-0534
parksandrec@brookhavenga.gov
<http://www.brookhavenga.gov>

Scout Project Proposal Date: ____/____/____

Scout Project Application

Thank you for your interest in volunteering with the City of Brookhaven Park and Recreation Department for your Scout project. Our department is dedicated in helping coordinate a limited number of Scout projects each year. In order to be considered, please complete all of the following steps:

- 1) Submit a Scout Project Application.
 - a. Applications will only be accepted from January 1st to March 1st and October 1st to December 31st of each calendar year.
 - b. Application and contact must be by the Scout as this is a leadership program. Parents, guardians, or Scout Leaders may not request nor submit applications.
 - c. Incomplete applications will not be considered.
 - d. Applications must be submitted at least 60 days in advance of your proposed volunteer start date.

- 2) Once the application has been reviewed and approved by the Parks and Recreation Department, you will be contacted by personnel to set up a meeting.

- 3) Create a proposal and detailed outline of the project chosen and create a scheduled timeline for project installation. (Drawings, materials, potential location, requested assistance)

- 4) Review your project with your organization for compliance with Scout Award guidelines.
 - a. The Parks and Recreations Department cannot make determinations regarding the appropriateness of a project in relation to Scout Award requirements.

- 6) If approved by your organization and the Parks and Recreation Department you will be required to set up a final meeting with Parks and Recreation Department staff to go over final project details and project timeline.
 - a. The scheduled timeline must be approved at least 1 week prior to work being conducted at the site.

- 7) Start working on the project
 - a. The project supervisor may only be contacted through the parks and recreation department offices at 404-637-0534 during business hours Monday-Friday 8:30am-4:30pm and by appointment only. Walk-ins will not be accepted.
 - b. After project completion, contact project supervisor to review for approval. Paperwork will not be signed until an on-site inspection is completed by project supervisor and any requested revisions are made and approved to the project completing your project.

Return application by mail or email to the City of Brookhaven Parks and Recreation Department. We look forward to working with you in your community's parks.



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Name: _____

Birthdate: _____ Address: _____

City: _____ Zip: _____

Phone #: _____ Email: _____

Name(s) of Parent or Guardian:

Parent/Guardian Phone #: _____

Troop #: _____ Troop Location (City): _____

Estimated date of completion: _____

Do you have a proposed Scout project in mind? If so, please give project description.

Note:

City of Brookhaven Parks and Recreation is not in the position to financially fund any Scout projects. All funding for projects will be the responsibility of the Scout.

Area of interest for project (please check one):

- Trail Work Landscaping Construction Natural Resources/Education

WAIVER FOR PARTICIPANT: I hereby agree to hold harmless and release the City of Brookhaven Parks and Recreation Department (BPRD), all its agents and employees, and owners of property managed by BRPD for any loss, damage, injury and expenses as may arise or be caused in any way by my or my child's participation in programs / use of property associated with BRPD.

PHOTO RELEASE: By participating/volunteering in any BPRD program, I hereby agree to allow photographs to be taken of me or my child and to permit the BRPD to use any photographs for promotional reasons. My Signature below indicates that I have read and understand this document and all the requirements.

Scout Signature- _____ Date- _____

Parent/Guardian Signature- _____ Date- _____

BRPD Staff Signature- _____ Date- _____